



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



ELECTRONIC REQUEST FOR QUOTES

ADOT SOLICITATION REFERENCE NUMBER: **T07-17-00168**

Commodity Code: **0060-0006; 0065-0010; 0070-0066**

Description: **AUTOCAR O.E.M. REPLACEMENT PARTS AND LABOR**

DUE DATE: May 22, 2007

at 5:00 P.M. MST

DATE POSTED: **May 10, 2007**

Submittal Location:

Arizona Department of Transportation
Procurement Group
1739 W. Jackson Street, Suite A, MD 100P
Phoenix, Arizona 85007

REPLY TO: FAX: (602) 712-8647

Responsible Procurement Officer: **Nancy Caffrey**

Phone: **(602) 712-8595**

TOTAL AGGREGATE AMOUNT FOR THIS CONTRACT WILL NOT EXCEED \$50,000.00.

PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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1.0 SCOPE OF WORK

The Arizona Department of Transportation, hereinafter referred to as the Department, has the need to purchase Autocar O.E.M. Replacement Parts and Labor in accordance with the following General Requirements.

1.1 DEFINITIONS

Original Equipment Manufacturer (OEM) – Parts manufactured or produced to the specifications of the original manufacturer of the equipment. All parts furnished under this contract shall be Original Equipment Manufacturer (OEM) only.

Shop Supplies – Includes shop parts overhead charges for those items not normally charged out on an individual basis.

Miscellaneous Charges – Considered the same as Shop Supplies.

Hazardous Materials Disposal – Charges incurred for disposal of hazardous materials directly related to the actual repair on vehicles covered under this contract.

Sublet – Repairs sent out to a subcontractor. These are limited to those services where the contractor does not have the necessary tools, equipment or capability to provide.

Warranty deductibles – Charge incurred for warranty work on certain components that includes, but is not limited to, reman transmissions or reman engines where a deductible was part of the original purchase of that component.

Core Charges - Shall be billed for the actual amount and clearly documented on the invoice.

1.2. GENERAL REQUIREMENTS

The contractor shall provide Original Equipment Manufacturer (OEM) Autocar Parts and be an authorized Autocar Parts dealer.

This contract will be used to purchase OEM parts. Normal after-market parts will be purchased on an as needed basis or under a separate contract. The Department will be the sole determiner of whether OEM or after-market parts will be purchased.

Labor for Autocar Equipment shall include, but is not limited to, clean and inspect all parts assemblies and components for reuse, replace any parts assemblies or components not meeting factory specifications with new OEM Parts assemblies and components, replace all gaskets and seals, if applicable, and reassemble to OEM specifications and re-calibrate parts assemblies and components to factory specifications.

All repair parts used shall be OEM Parts only.

Authorization from the Department for any additional parts & labor shall be required prior to the work being done.

The cost of additional parts shall be at the contracted rate price and the labor based on the contracted labor rate.

At the discretion of the contractor, expedient warranty repairs, with prior authorization, may be performed by the Department shops with reimbursement for parts and labor from the respective awarded contract price.

The contractor shall quote a labor rate in dollars per hour. All labor performed shall be in accordance with OEM standards.

1.2 SHOP SUPPLIES

An additional, reasonable charge for “shop supplies” may be allowed. The contractor shall quote a rate in dollars per hour on the proper line of the Price Sheet. **Contractor will provide, with their bid a narrative of what is included in the shop supply rate provided on the Price Sheet.**

1.3. HAZARDOUS MATERIALS DISPOSAL

An additional charge for the disposal of hazardous materials may be allowed. **These charges will only apply to those with prior written authorization and are limited to actual materials requiring disposal that are part of the actual repair, on vehicles covered under this contract.** An example of this would be if a vehicle is brought into the shop for a run ability problem and the reason for this was found to be fuel contamination. The Contractor would be able to add a line to the invoice for those charges. Charges are to be those that the Contractor actually incurred without any mark-up applied.

1.4. SUBLET REPAIRS

A reasonable additional charge for the sublet repairs as defined in Paragraph 1.1 may be allowed. If there is a separate charge for sublet repairs, the Contractor shall quote a percent above actual cost on the proper line of the Price Sheet.

2.0 UNIFORM TERMS AND CONDITIONS

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Nancy Caffrey at (602) 712-8595.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 TERM OF CONTRACT

The term of any resultant contract shall commence on the effective date of award unless terminated, cancelled or extended as otherwise provided herein. **Aggregate amount of contract shall not exceed \$50,000.00.**

3.2 CONTRACT EXTENSION

By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.

The Department reserves the right to unilaterally extend the period of any resultant contract for 31 days beyond the stated expiration date.

3.3 BRAND NAME ONLY

The supplies/products on this Electronic Request For Quote have been identified as brand name only and will only satisfy the Department's needs. Bidders shall only be for the brand described in this solicitation.

3.4 PAYMENT

Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the State within 30 days.

3.5 BID EVALUATION

In accordance with the Arizona Procurement Code §41-2535, Electronic Request for Quotes, awards shall be made to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in this Electronic Request for Quote.

All bidders submitting a product that is considered equal to the requirements of the Electronic Request for Quotes determination if the offered products conform to the requirements of these specifications. Failure to submit such information may result in rejection of the offer.

3.6 INVOICING

Separate invoices are required for each shipment of product.

Each separate invoice shall include at a minimum:

- Ship To Address/Bill To Address
- Part numbers, description and listing of quantities, including any labor hours
- Date the items were shipped to the Department
- Department contract number/purchase order number
- Department equipment number, if known.
- Price per unit and total per unit
- Applicable taxes
- Total of invoice

The following shall be listed if applicable:

- Hourly rate and total for labor charges
- Actual freight charges, including Department personnel authorizing freight cost
- Any core charges (reimbursed/billed at actual cost)
- Shop supplies / miscellaneous charges
- Hazardous materials disposal charges
- Sublet charges

Invoices not sent to the proper address, or not containing the necessary and required information may delay payment to the contractor. A contractor whose payments are delayed due to improper invoicing shall make no claim against the Department or the State for late or finance charges.

The Department will make every effort to process payment for the purchase of product within thirty (30) calendar days after the Department has conducted the necessary reviews, and inspections as described herein. DELIVERY OF THE PRODUCT TO THE DEPARTMENT DOES NOT CONSTITUTE ACCEPTANCE, THEREFORE, ONLY THE DEPARTMENT ACCEPTANCE DATE WILL BE A VALID DATE FOR STARTING THE THIRTY (30) CALENDAR DAY PAYMENT PERIOD.

DELIVERY OF THE PRODUCT TO THE DEPARTMENT DOES NOT CONSTITUTE DATE FOR STARTING THE 30 CALENDAR DAY PAYMENT PERIOD.

3.7 SHIPPING TERMS

Prices shall be F.O.B. Destination from the contractor's location to all delivery locations within the State of Arizona. **Freight Prepaid with transportation charges allowed and added as a separate item on the invoice. At no time may the freight charge exceed those actually charged to the contractor by the transportation company.** Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. The contractor shall file all claims for visible or concealed damage. The Department will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.

3.8 DELIVERY POINTS

Exhibit 2 is a list of current locations of the Department's Equipment Repair Facilities. The Department reserves the right to add or delete locations at any time during the term of any resulting contract.

3.9 MANUFACTURER PRICE LIST

All Bidders shall submit a copy of the manufacturers' price lists regarding the parts to be furnished under any resultant contract.

Current pricing shall be on a pre-printed document (hard copy) or disk compatible with current PC's. The Department shall not be required to purchase or obtain factory proprietary hardware and/or software. If such hardware and/or software are required for pricing, the successful contractor shall provide the Department with any necessary hardware and/or software at no cost. Hardware and/or software shall remain the property of the successful contractor. At the request of the contractor the hardware and/or software will be returned to the contractor at the end of the contract term.

Updated pricing information, either in printed or electronic format shall be provided at the time any price increase is authorized by the Department and forwarded to the responsible procurement officer. At the Department's discretion we may request current price information. The contractor shall provide pricing material within 7 working days of the request.

3.10 REVISED OR REPLACEMENT CATALOG/PRICE LISTS

The Department may review a fully documented request to incorporate a revised or replacement catalog/price list. The request shall be submitted in writing and shall be supplemented with the following information. Failure to supply any of the following information with the request may result in the state not considering the request.

A declaration that affirms that the proposed catalog/price lists is one that is:

A replacement or revision to the original, containing the same item groups as originally awarded.

Are regularly maintained by a manufacturer, distributor or contractor.

Either published or otherwise available for inspection by customers.

One that states prices at which sales are currently or were last made to a significant number of any categories of buyers or buyers constituting the general buying public for the materials or services involved.

Pricing information, existing versus proposed, electronic and hardcopy formats that:

Identifies all products, by part number, SKU number, description and manufacturer that will experience increases from existing prices.

Displays a side by side comparison of pricing, existing vs. proposed increases.

Details the factors that were clearly unpredictable at the time of the original offer and that have a direct affect on the proposed increase. Newly published or revised catalog/price lists submitted without supplemental information may not be considered.

Identifies all products, by part number, SKU number, description and manufacturer that will experience decreases from existing prices.

Displays a side by side comparison of pricing, existing vs. proposed decreases.

The contractor shall also be obligated to pursue price decreases in accordance with the price decrease provision contained herein.

Product Information (deletions/additions) existing versus proposed, electronic and hardcopy formats that:

Identifies all discontinued products, by part number, SKU number, description and manufacturer that are either no longer being manufactured or are no longer available to the contractor.

Identifies all proposed product additions, by part number, SKU number, description and manufacturer

When pursuing product deletions or additions the contractor shall also supplement the request as required under product discontinuance new product provisions contained herein.

The Department reserves the right to approve and entire catalog/price list, portions thereof or to exercise an alternate option, whichever is deemed in the best interest of the Department.

Approval shall be done in the form of a contract amendment, and shall become effective on the date specified in the amendment. Upon approval by the Department, the contractor shall make available all electronic and hard copy catalog/price list updates at no additional cost to the Department.

3.11 PARTS RETURN

The Department reserves the right to return any or all unused parts, in their original container or package, to the contractor for exchange or credit at the current contract price during the term of this contract.

The Department reserves the right to return unused parts to the vendor with no restocking fee. All parts will be returned in a timely manner during the period of the contract. Proof of purchase will be attempted but shall not be required. A full refund shall be issued for all unused parts returned to the vendor. A credit may be issued only if there is an existing sale pending.

3.12 SPECIAL ORDER PARTS RETURN

Special order items may be returned with a restocking fee based on a percentage of the value returned. Identify the percentage in the space provided on the **Price Sheet, Attachment 2**. The Department will be the sole determiner of Special Order Items.

3.13 EXTRA/OVERAGE PARTS RETURN

Parts remaining in stock may be returned to vendor, for a full refund within ninety (90) days after expiration of contract, at no cost to the State.

3.14 OBSOLETE PARTS RETURN

Obsolete items may be returned with a restocking based on a percentage of the value returned. Identify the percentage in the space provided on the **Price Sheet, Attachment 2**.

3.15 AUTHORIZED SERVICE AND REPAIR FACILITIES

Each offeror shall submit as part of their bid response on **Attachment 4**, the names and addresses of local authorized service and repair facilities for the parts and labor supplied as a result of this contract.

3.16 DELIVERY

Non-Immediate: Stock order items required for routine services shall be delivered within five (5) working days after receipt of order. Failure to deliver within this stated time may be considered as contract non-compliance. The contractor shall inform the agency if delivery is expected to exceed this stated time immediately upon receipt of order or as soon as late delivery is known.

Immediate: For items required to return disabled in-use engine to service, delivery is required within six (6) hours after receipt of order for delivery locations listed on **EXHIBIT 2**. The contractor shall inform the ordering location if delivery is expected to exceed this stated time immediately upon receipt of order or as soon as late delivery is known. The Department will be the sole determiner of **IMMEDIATE USE ITEMS**.

Vendors shall have facilities that are adequate to the selling of product, sufficient to support the requirements of this contract.

3.17 PERFORMANCE STANDARDS

The State relies upon the provision of services in accordance with the contract, therefore, the offeror agrees that time is of the essence, and that contractual commitments shall be met.

3.18 FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

3.19 INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

3.20 INSURANCE REQUIREMENTS

Within ten (10) days of notification, the Bidder shall submit a copy of the attached **Certificate of Insurance, Exhibit 1**, or a Department approved alternate form showing insurance in the following amounts to:

Arizona Department of Transportation, Procurement Group
Attention: Nancy Caffrey
1739 W. Jackson St., Suite A - MD 100P
Phoenix, Arizona 85007

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE:

Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. Garage Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability for garage operations, covered autos and operations necessary and incidental to the garage business.

• General Aggregate	\$2,000,000
• Premises and Operations	\$1,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Each Occurrence	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Garagekeepers Legal Liability - Direct Primary Coverage:	
Each Auto	\$ 500,000
Each Occurrence	\$1,000,000

- a. The policy shall be **endorsed to include direct primary Garagekeepers Legal Liability coverage.**
- b. The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.**
- c. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".
- b. Automobile Liability should be required only if the commodity is being delivered to the State of Arizona by the vendor. If the commodity is being shipped by common carrier, automobile liability will not be required and the contractor shall provide written verification.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS

The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION:

Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent by certified mail; return receipt requested and shall be sent directly to:

Arizona Department of Transportation, Procurement Group
Attention: Nancy Caffrey, Procurement Officer
1739 W. Jackson Street, Suite A-MD 100P
Phoenix, AZ. 85007

- D. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the

Vendor from potential insurer insolvency.

- E. VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to:

Arizona Department of Transportation, Procurement Group
Attention: Nancy Caffrey, Procurement Officer
1739 W. Jackson Street, Suite A-MD 100P
Phoenix, AZ. 85007

The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors, as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

3.21 OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

3.22 REFERENCES

The offer shall include a minimum of 3 references, which have utilized the offeror's services within the past twenty-four months. These references shall be from major organizations, which are not directly controlled by the offeror. References shall be provided on Attachment 4 and shall include all requested information. Use additional sheets if necessary. Make certain that all references submitted contain up to date information, as all references will be checked.

3.23 CONTRACT ADMINISTRATION

For information regarding the Uniform and Special Terms and Conditions, and Specifications referenced in this Solicitation contact:

Nancy Caffrey, Procurement Officer (602) 712-8595

Following award, the contractor shall contact the Procurement Group for guidance or direction in matters of contract interpretation or problems regarding the terms, conditions or scope of the contract. Only the Contract Officer or his/her authorized designee is authorized to change or amend the specific terms, conditions or provisions of the agreement.

3.24 NOTICES

All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (for the purposes of this provisions collectively called "Notices"), shall be in writing and shall be sent by registered or certified United States mail, return receipt requested, postage prepaid, addressed to the party or parties to receive such notice as follows:

If intended for the State, to:

Arizona Department of Transportation, Procurement Group
1739 W. Jackson Street, Suite A, MD 100P
Phoenix, Arizona 85007-3276
Attention: Nancy Caffrey

If intended for the contractor, to:

The contractor Name
Address
City, State, Zip
Attention:

Or to such other address as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so mailed shall be deemed to have been given as of the date such notice is received as shown on the return receipt. Furthermore, such notice may be given by delivering personally such notice, if intended for the State, to the Arizona Department of Transportation, Chief Procurement Officer and, if intended for the Contractor, to the person named on the Offer & Contract Award of this contract, or to such other person as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so delivered shall be deemed to have been given as of the date such notice is personally delivered to the other party.

3.25 SAFETY STANDARDS

All items supplied under this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, the National Fire Protection Association Standards and the Department of Environmental Quality.

3.26 WARRANTY

The bidder warrants:

That all services performed hereunder shall conform to the requirements of this contract and shall be performed by qualified personnel in accordance with the highest professional standards.

That all items furnished hereunder shall conform to the requirements of this contract and shall be free from defects in design materials and workmanship.

The warranty period on workmanship and materials shall be based on a minimum of twelve (12) months from the time of delivery/installation.

All bidders shall indicate on a separate written sheet that is submitted with their bid the exact conditions, limitations and duration of their warranty. As a minimum the warranty provided shall conform to the requirements stated herein.

3.27 FUEL SURCHARGES

Due to the unpredictability of the fuel market, under no circumstances will the Department accept any surcharges on the invoice for fuel.

3.28 ESTIMATED QUANTITIES

The Department anticipates considerable activity under any resultant contract(s). The Department reserves the right to increase or decrease amounts as circumstances may require. **No guarantee is made concerning any annual quantities to be actually ordered. Contract shall not exceed \$50,000.00.**

3.29 VENDOR REGISTRATION

Prior to issuance of a Purchase Order and subsequent payment, the Contractor shall have a completed STATE OF ARIZONA SUBSTITUTE W-9 FORM, Attachment 3 on file with the Procurement Group. No payments shall be made until the form is on file. Forms may be obtained by contacting Bonnie Hartley at (602) 712-8520

3.30 CANCELLATION FOR POSSESSION OF WEAPONS ON ADOT PROPERTY

This contract may be cancelled if Contractor or any subcontractors or others in the employ or under the supervision of the Contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the Contractor or any subcontractors or others in the employ or under the supervision of the Contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <https://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Nancy Caffrey at (602) 712-8595.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

Complete and return all required information to the location indicated on the solicitation, page one (1) by the time indicated. Responses may be faxed to: (602) 712-8647, Attention: Nancy Caffrey. Responses must be in writing and signed.

Complete and return the following:

- **SIGNED OFFER & CONTRACT AWARD SHEET-ATTACHMENT 1**
- **PRICE SHEET-ATTACHMENT 2**

- SUBSTITUTE W-9-ATTACHMENT 3
- AUTHORIZED LOCATIONS-ATTACHMENT 4
- REFERENCES-ATTACHMENT 5

5.1 OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

5.2 FEDERAL IMMIGRATION AND NATIONALITY ACT

By submission of the offer, the offeror warrants that both it and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance during the evaluation process. Should the State request evidence of compliance, the offeror shall have 5 days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the offer not being considered for contract award.

ATTACHMENT 1 OFFER AND CONTRACT AWARD



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A, Mail Drop 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO. T07-17-00168



Submit this form with an original signature to the Department

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Arizona State Transaction Privilege Tax License Number

No.: _____

Federal Employer Identification

For clarification of this offer, contact:

No.: _____

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's bid as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____.

AUTOCAR REPLACEMENT PARTS AND LABOR

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order document.

State of Arizona

Effective this _____ day of _____ 2007

Nancy Caffrey
As Procurement Officer and not personally

Awarded Date

**ATTACHMENT 2
PRICE SHEET**

ARIZONA DEPARTMENT OF TRANSPORTATION
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THE FOLLOWING RANDOM LIST OF PARTS AND QUANTITIES ARE FOR EVALUATION PURPOSES ONLY AND DO NOT REFLECT THE AMOUNT OF PARTS OR PART NUMBERS TO BE PURCHASED FOR THE DURATION OF THE CONTRACT. PERCENTAGE SHALL APPLY TO ALL CURRENT AND FUTURE PART NUMBERS SUPPLIED ON PUBLISHED PRICE SHEETS AS WELL AS SPECIFIC ITEMS LISTED ON THE PRICE SHEET. IF PART NUMBER LISTED IS EQUAL TO, OBSOLETE OR DESCRIPTION IS INCORRECT, INDICATE CORRECTION ON THE SPACE PROVIDED.

ANY CORRECTIONS/WHITE OUTS SHALL BE INTIALED OR BID MAY BE SUBJECT TO REJECTION.

ONLY THE TOTAL GROSS OFFER WILL BE READ AT BID OPENING.

ITEM #	<u>AUTOCAR P/N & DESCRIPTION</u>	<u>ISSUE QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
1.	762018- LATCH-HOOD _____	1	EA.	\$_____	\$_____
2.	883413- ROLLER-HORN CONTACT _____	2	EA.	\$_____	\$_____
3.	1075524- CYLINDER-STEERING RT _____	1	EA.	\$_____	\$_____
4.	3081574- SWITCH-DASH RHEOSTAT _____	1	EA.	\$_____	\$_____
5.	3081686- BUZZER-LOW AIR WARNING _____	1	EA.	\$_____	\$_____
6.	3133018- RESERVOIR-WASHER ASSY _____	2	EA.	\$_____	\$_____
7.	3133243- SPEEDOMETER-HEAD _____	1	EA.	\$_____	\$_____
8.	02-7016514- KNOB-HEATER _____	1	EA.	\$_____	\$_____

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ITEM #	<u>AUTOCAR P/N & DESCRIPTION</u>	<u>ISSUE QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
9.	02-7075251- WEATHERSTRIP-WINDSHIELD _____	30	FT.	\$_____	\$_____
10.	20607-5007- CYLINDER-SHUTTER _____	1	EA.	\$_____	\$_____
11.	20822-3201- HUB-FAN HUB _____	1	EA.	\$_____	\$_____
12.	23001-3810- MUFFLER-86 DK64F _____	2	EA.	\$_____	\$_____
13.	38390-5001- SEAL KIT-STEERING GEAR _____	1	EA.	\$_____	\$_____
14.	43301-0001- CAP-FUEL TANK _____	2	EA.	\$_____	\$_____
15.	50107-0001- PLATE-STRIKER _____	1	EA.	\$_____	\$_____
16.	50250-0003- LATCH-LH DOOR AY _____	1	EA.	\$_____	\$_____
17.	57801-0021- ADAPTER-SPEEDO CABLE _____	1	EA.	\$_____	\$_____
18.	62802-3801- SWITCH-WIPER _____	1	EA.	\$_____	\$_____

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SOLICITATION NO. T07-17-00168

ITEM #	<u>AUTOCAR P/N & DESCRIPTION</u>	<u>ISSUE QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
19.	62805-3801- ARM-W/S WIPER _____	3	EA.	\$_____	\$_____
20.	62805-3805- ARM-W/S WIPER _____	6	EA.	\$_____	\$_____
21.	76104-0085- BRACKET-S-CAM RFR LRR _____	1	EA.	\$_____	\$_____
22.	78206-5001- VALVE-BRAKE LOCK _____	1	EA.	\$_____	\$_____
23.	78209-0003- KNOB-PARK BRAKE VALVE _____	2	EA.	\$_____	\$_____
24.	78212-0003- VALVE-PARK BRAKE _____	5	EA.	\$_____	\$_____
25.	80202-3801- PULLEY-ALTERNATOR _____	1	EA.	\$_____	\$_____
26.	83601-3801-LIGHT-HEADLIGHT ASSY _____	1	EA.	\$_____	\$_____
TOTAL GROSS OFFER					\$_____

**ATTACHMENT 2
PRICE SHEET**

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SOLICITATION NO. T07-17-00168

- | | | | |
|--|---|----|-------------|
| 27. Labor – Hourly Rate
(Phoenix Metropolitan Area) | 1 | HR | \$ _____ HR |
| 28. Labor – Hourly Rate
(Outside Phoenix Metropolitan Area) | 1 | HR | \$ _____ HR |

Price List/ Catalog Discount: _____ %

Title and Date of Price List/ Catalog: _____

Hazardous Materials Charges shall be billed at actual cost.

Restocking Fee for Special Order Parts Return: _____ % (Per Special Terms and Conditions, Paragraph 3.12).

Restocking Fee for Obsolete Parts Return: _____ % (Per Special Terms and Conditions, Paragraph 3.14).

Shop Supplies: \$ _____ hr.

Sublet Repairs (%): _____ %

Non-Immediate: Delivery shall be made within Five (5) days after receipt of order (ARO).

Immediate: Delivery is required within six (6) hours after receipt of order.

Company Name

Company Representative

_____ % Arizona Sales Tax, State & City

Do not include sales tax in the above figures. Tax will not be used in the evaluation of bids.

**IF PAYMENT IS MADE WITHIN _____ DAYS AFTER RECEIPT OF GOODS OR SERVICES,
THE ABOVE QUOTED PRICE CAN BE DISCOUNTED BY _____ %.**

DO NOT SEND TO IRS

Vendor MUST Print
or Type Information**ATTACHMENT 3-STATE OF ARIZONA**

SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM

DO NOT SEND TO IRS

Vendor MUST Print
Or Type Information

• Taxpayer Identification Number (TIN)

• TIN
Type☐ Employer Identification Number (EIN)
☐ Social Security Number (SSN)• State of Arizona HRIS EIN
State of Arizona Employees ONLY

• Legal Name Must match TIN above

• Entity Type Select one of the following

- ☐ Corporation (NOT providing health care, medical or legal services) (5A)
☐ Corporation (providing health care, medical or legal services) (5M)
☐ Partnership, LLP (5T)
☐ PLLC, LLC (5C)
☐ Individual/Sole Proprietor (6I)
☐ The US or any of its political subdivisions or instrumentalities (2G)
☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)
☐ Tax-exempt organization under IRC §501 (5C)
☐ An international organization or any of its agencies or instrumentalities (5U)
☐ State of Arizona employee (1E)
☐ Other Non-Tax-Exempt Entity (5P)

• Minority Business Indicator Select one of the following

- ☐ Small Business (01)
☐ Small Business – African American (23)
☐ Small Business – Asian (24)
☐ Small Business – Hispanic (25)
☐ Small Business – Native American (27)
☐ Small Business – Other Minority (05)
☐ Small, Woman Owned Business (06)
☐ Small, Woman Owned Business - African American (29)
☐ Small, Woman Owned Business – Asian (30)
☐ Small, Woman Owned Business – Hispanic (31)
☐ Small, Woman Owned Business – Native American (33)
☐ Small, Woman Owned Business – Other Minority (11)
☐ Woman Owned Business (03)
☐ Woman Owned Business – African American (17)
☐ Woman Owned Business – Asian (18)
☐ Woman Owned Business – Hispanic (19)
☐ Woman Owned Business – Native American (21)
☐ Woman Owned Business – Other Minority (08)
☐ Minority Owned Business – African American (17)
☐ Minority Owned Business – Asian (32)
☐ Minority Owned Business – Hispanic (74)
☐ Minority Owned Business – Native American (15)
☐ Minority Owned Business – Other Minority (02)
☐ Non-Profit, IRC §501(c) (88)
☐ Non-Small, Non-Minority or Non-Woman Owned Business (00)

• Main Address

Where tax information and general correspondence is to be mailed

DBA\Branch\Location

Address

Address continued

City

State

Zip code

• Remit to Address

☐ Same as Main

DBA\Branch\Location

Address

Address continued

City

State

Zip code

Contact Information

Name

Phone #

EXT

Fax

Email

• Certification

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND
 3. I am a U.S. person (including U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup.

Signature

Title

Current Date

STATE OF ARIZONA **AGENCY** USE ONLY

VENDOR: DO NOT WRITE BELOW THIS LINE

AGY

Agency Authorization

Phone

Date

STATE OF ARIZONA **GAO** USE ONLY

VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

☐ IRS TIN Matching☐ Corporation Commission☐ HRIS☐ Other☐ Other

Vendor Number

MC

Processed by

Date Processed

**ATTACHMENT 4
AUTHORIZED LOCATIONS**

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 W. Jackson Street Suite A - MD 100P
Phoenix, Arizona 85007
Phone: (602) 712-7211

SOLICITATION NO. T07-17-00168

PER SPECIAL TERMS AND CONDITIONS, PARAGRAPH 3.13; PLEASE LIST THE ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER FOR ALL AUTHORIZED LOCATIONS WHERE REPAIR PARTS CAN BE OBTAINED.

LOCATIONS	CONTACT NAME	PHONE NUMBER

ATTACHMENT 5 REFERENCES

ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson Street, Suite A, Mail Drop 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211

SOLICITATION NO.T07-17-00168

PLEASE LIST THE NAME, ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER FOR THREE (3) ORGANIZATIONS FOR WHOM YOUR COMPANY HAS PROVIDED SERVICES OF A SIMILAR SIZE AND SCOPE WITHIN THE PAST 24 MONTHS. These references may be checked, so please make sure all information is accurate and current.

A. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

B. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____

C. ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT: _____

TELEPHONE NUMBER: _____

DATE OF CONTRACT INITIATION: _____

TYPE OF SERVICES PROVIDED: _____



EXHIBIT 1
STATE OF ARIZONA
CERTIFICATE OF INSURANCE

STATE AGENCY/DEPT.: ARIZONA DEPARTMENT OF TRANSPORTATION
PROJECT TITLE: Autocar O.E.M. Replacement Parts and Labor
CONTRACT NUMBER: T07-17-00168

PRODUCER	COMPANIES AFFORDING COVERAGE		CURRENT A.M. BEST RATING
	A		
	B		
	C		
INSURED	D		

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	(,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS-COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE(ANY ONE FIRE) MED.EXPENSE(ANY ONE PERSON)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE	\$ _____ \$ _____ \$ _____ \$ _____
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE	\$ _____ \$ _____ \$ _____
	BUILDERS RISK					
	OTHER:					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSURED. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER/ADDITIONAL INSURED State of Arizona Arizona Department of Transportation 1739 W. Jackson Street, Suite A – MD 100P Phoenix, AZ 85007-3276	AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY SIGNATURE _____ DATE: _____
--	--

EXHIBIT 2 DELIVERY LOCATIONS

ARIZONA DEPARTMENT OF TRANSPORTATION
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SOLICITATION NO. T07-17-00168

Arizona Department of Transportation Shop Locations

Northern Region

Prescott Shop

6901 E Second Street
P.O. BOX 26329 86312-6329
Prescott Valley, AZ 86314
Bill LeFevre (928) 775-5079 ext. 3103
Kent D. Kruse (928) 775-5079 ext.3107

Payson Shop

200 N. Colcord Suite A
Payson, AZ 85541
Margaret Ware (928) 472-7231 ext. 25

Kingman Shop

3540 E HWY 66
Kingman, AZ 86401
Ken Tyrer (928) 681-6212
David E. Arnold (928) 681-6213

Flagstaff Shop

5701 Railhead Avenue
Flagstaff, AZ 86004
Kenny Macias (928) 526-0957
Robert Vaiza

Holbrook Shop

2407 E. Navajo Blvd SUITE E.
P.O. BOX 848
Holbrook, AZ 86025
Carl Sandefur (928) 524-5460

Page Shop

HWY 89 MP 551.2
P.O. BOX 220
Page, AZ 86040
Mike Bellow (928) 645-2147

Fredonia Shop

HWY 89A MP 610.9
Fredonia, AZ 86022
Wesley McAllister (928) 643-7249

Littlefield Shop

Box 144 OLD HWY 91 MP 8
Littlefield, AZ 86432
Allen Neff (928) 347-5934

Kayenta Shop

Box 398 U.S. 163 MP394.5
Kayenta, AZ 86033
Mike Bellow (928) 645-2147

Southern Region

Tucson Shop

1444 W. Grant Road Building#9
P.O. BOX 5387 85703-0387
Tucson, AZ 85745
George W Collaco (520) 838-2863
Ed Zamora (520) 838-2864

Safford Shop

1st AVE and 32nd ST.
P.O. BOX 10 85548
Safford, AZ 85546
Kelly Krutsinger (928) 428-2909

Douglas Shop

2100 A Ave Build # 2123
P.O. Box 848
Douglas, AZ 85607
Abe Varela (520) 364-4742

Globe Shop

HWY 60, MP 253
Globe, AZ 85502
P.O. BOX 2717 85502
Ken Ramirez (928) 402-5643

Show Low Shop

200 W McNeil BLDG # 3270
P.O. BOX 1599
Showlow, AZ 85901
James McMahon (928) 537-2333

Yuma Shop

2243 E. Gila Ridge Road
Yuma, AZ 85365-3930
Terri Schnack (928) 317-2172

Central Region

Phoenix Parts

2225 S. 22nd Avenue
Phoenix, AZ 85009
Gary Rickard (602) 712-7680

Avondale Shop

1702 N. 10th Street
Avondale, AZ 85323
(623) 932-3204

Mesa Shop

2409 N. Country Club Drive
Mesa, AZ 85201
(480) 644-7923

Capital Mall Shop

1501 W Madison
Phoenix, AZ 85007
Susan Chmielewski (602) 364-0108

Casa Grande Shop

17, MP 174.9 Trekell Road
15614 W. Boxelder Drive
Casa Grande, AZ 85222
Richard Dearie (520) 423-2378